

1st February 2023

Dear Parents and Carers,

RE: Paris trip- passports & parents evening

With the Paris trip fast approaching, I would like to invite you to a parents and carers evening. This will take place in the Academy's theatre at **5.30 on Tuesday 21st March 2023.**

The aim of the evening is to run through our itinerary and give you a clearer understanding of what we will be doing each day. We will also discuss practical issues such as luggage, clothing and money. Academy expectations will also be clarified to you and your child.

Members of staff accompanying the visit will also be on hand for any queries that you may have.

Following the half term break, we would like to begin the process of gathering passports and EHICs. Please could you let us have your child's passport and EHIC as soon as Term 4 begins. They can be handed to me (the Languages Annexe) or to the Finance Department. If you are concerned about your child bringing in their passport, you can bring it directly to reception, who will pass it to Finance. However, the preferred method is for them to be given to me to be put in the safe.

Students will not have access to their passports or EHICs once we are in France and all documents will be safeguarded throughout the trip.

If you have any queries regarding this or any other issue around the trip, please feel free to contact me at the Academy. Thank you for all trip payments made so far, can we remind you that all remaining balances must be paid by 15th March 2023 on school gateway.

I wish you a pleasant break and look forward to seeing you at the evening.

Kind regards,



Jo MAKIN
Trip Leader
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